

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
I am writing to confirm our travel itinerary and arrangements for  
[Destination] from [Start Date] to [End Date].  
\*\*Travel Details:\*\*  
- Departure: [Departure Date and Time]  
- Arrival: [Arrival Date and Time]  
- Return: [Return Date and Time]  
- Airline: [Airline Name]  
- Flight Number: [Flight Number]  
\*\*Accommodation Details:\*\*  
- Hotel Name: [Hotel Name]  
- Address: [Hotel Address]  
- Check-in Date: [Check-in Date]  
- Check-out Date: [Check-out Date]  
\*\*Additional Information:\*\*  
- Transportation: [Details about transportation arrangements, if any]  
- Planned Activities: [Brief outline of planned activities]  
Please let me know if you have any questions or need further information.  
I look forward to our upcoming trip!  
Best regards,  
[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]